



***Little River Band of Ottawa Indians***  
***Tribal Government***  
375 River Street  
Manistee, MI 49660  
(231) 723-8288

**Title: Physician  
Health Department**

***Summary:***

Promotes and maintains Little River Band of Ottawa Indians community health by rendering medical treatment across the lifespan, diagnosing and treating a variety of diseases and injuries in general clinical practice at LRBOI clinic.

**KNOWLEDGE, CERTIFICATION, SKILLS AND ABILITIES**

***Knowledge and Certification***

**Required:**

- ☐ Board Certified in Family Practice, Primary Care or Internal Medicine
- ☐ Must hold an active and unrestricted license to practice Medicine in the State of Michigan
- ☐ Four to Ten years experience
- ☐ CPR certified (must be obtained within 60 days)
- ☐ Drug Enforcement Agency Registration
- ☐ Knowledge of primary care principles
- ☐ Knowledge of electronic health systems
- ☐ Knowledge of drugs and their indications, contraindications, dosing, side effects, and proper administration
- ☐ Knowledge of clinical operations and procedures
- ☐ Valid Driver's License throughout employment and be insurable under organizational policy

***Preferred:***

- ☐ Indian Health Services (IHS) experience
- ☐ Must be eligible for admitting privileges at a local hospital

***Skills***

**Required:**

- ☐ Possesses sensitivity and understanding in order to relate to the needs of the Tribal community
- ☐ Good computer skills with experience in word processing, databases, and spreadsheets
- ☐ Good organizational skills
- ☐ Good written and verbal communication skills
- ☐ Good interpersonal and teamwork skills
- ☐ Accurate and detail-oriented
- ☐ Good problem solving skills

- ❑ Proficient medical office/clerical skills
- ❑ Computer/data entry, filing, appointment organization, record keeping, phone communication, writing and documentation skills

*Abilities*

Required:

- ❑ Ability to perform medical examinations using standard medical procedures
- ❑ Ability to react calmly and effectively in emergency situations
- ❑ Ability to clearly communicate medical information to professional practitioners and/or the general public
- ❑ Ability to maintain quality, safety, and/or infection control standards
- ❑ Ability to make administrative and procedural decisions
- ❑ Ability to observe, assess, and record symptoms, reactions, and progress
- ❑ Ability to educate patients and/or families as to the nature of disease and to provide instruction on proper care and treatment
- ❑ Ability to demonstrate a professional level of conduct; conforming to a set of values and accepted standards

*Salary:* This is a Level #8 Position -Negotiable – Contracted- Exempt –Salary– Weekly Pay

***Individuals, who are interested in the above position, please submit a resume and completed application to the Human Resource Department, at the address above. Questions should be directed to the Human Resource Department.***

***Tribal Preference will apply according to Tribal policies.***

***Conditions of employment with The Little River Band of Ottawa Indians Tribal Government include passing a pre-employment drug test, a background investigation, and successfully completing a 180-day probationary period.***

***Posted 02/08/2011 – Until Filled***